



BUSINESS SUPPORT

**Proposal for the provision of Personnel and
Health and Safety Consultancy Services**

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by

Adam Bright

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Prepared For

Neil Wedge

Of

Uppingham Town Council

Serving the people of Uppingham

Uppingham Town Council



About ELAS

Employment Law Advisory Services Ltd specialise in all aspects of employment law and health & safety. Our professional team aim to provide high quality and cost effective advice for employers and their key members of staff.

We recognise that every company, irrespective of size or nature of business, has very individual needs and requirements. Consequently, our bespoke range of employment law and health & safety services is constantly evolving and reflects ELAS's dedication to providing solutions that really work.

"We would like to convey our gratitude for the excellent service provided by ELAS leading up to, and during, our recent Remedies Hearing. ELAS provided us with reassurance and confidence going forward to the Remedies Hearing. We were incredibly pleased with the outcome and only wish we had found ELAS sooner"

OMC Joinery Ltd

"On a couple occasions we have had visits from the local Health & Safety Executives, and as soon as they see the ELAS folder, they are happy that all health and safety aspects are being dealt with in a professional manner. It is good to know that you are there for us, if and when we need your help and expertise"

Comefri UK Ltd

"We have been with ELAS for 6 years and have no intention of receiving HR advice from anyone else. We have built a strong relationship with ELAS and we value their clear thinking and practical straight forward advice. We have also received training from ELAS for handling disciplinary action and grievances, which was very useful, even for those who thought they knew the subject well!"

The Leadership Factor Ltd

"Employersafe has proven invaluable. It is a great service which is user friendly, and provides us with instant reports to assist us with our forward planning for recruitment. It is also incredibly useful when managing absence and when dealing with any disciplinary procedures"

Paramount Care

Personnel Employment Service

Incorporating Employersafe (Traffic light system)

This unique service has been designed to provide employers with convenient access to a wealth of expertise, making available to HR personnel comprehensive and guaranteed advice - and the peace of mind of having the costs of representation at Tribunal and the cost of any compensatory awards (up to £100,000 per case) paid on your behalf.

ELAS recognise that every business - irrespective of size and number of employees - is at risk from Employment Tribunals. With unlimited awards being made at tribunals, companies run the risk of incurring substantial penalties.

In order to assist businesses to comply with legislation ELAS has developed an employment package designed and costed to meet their needs. .

Details of the programme ELAS will provide to **Uppingham Town Council** are as follows:

(1) Contracts of Employment/Terms and Conditions

ELAS will provide the contract of employment/ terms and conditions to ensure that you are meeting your legal requirements in this vital area. The decision-making process in disputes will begin with the contract of employment - it is therefore vital that these are as up-to-date as possible. The Personnel Plus service **ensures that they are.**

(2) Employment Law Updates

ELAS will provide **Uppingham Town Council** with regular newsletters on all new aspects of employment legislation. These are in an easy to read format, highlighting areas relevant to your company. "Emergency Bulletins" will also be issued, if and when appropriate.

(3) Documentation

ELAS will provide **Uppingham Town Council** with a set of documents, which will cover requirements from the person specification through to exit form. This will enable our clients to set up and maintain a simple, but effective personnel system.

(4) Advice Line (Guaranteed Advice)

A Helpline to advise on all matters of employment Law – 24 hours per day, seven days per week. Problems and disputes with employees can arise at any time and often decisions have to be made "on the spot". With one of our consultants always available, you can ensure that the action you take is correct and limit the risk of damage to **Uppingham Town Council.**

(5) Employment Tribunals

In the event of a claim against your company, you can rest assured that ELAS will, provided that you have followed our advice, cover the cost of preparation and representation at an Employment Tribunal.

(6) Awards

In the unlikely event that we were to lose at an Employment Tribunal, ELAS guarantees to cover compensatory awards, as per the schedule of insurance cover. This indemnity is underwritten by a major national insurance company and provides cover up to £100,000 per case and up to £1,000,000 in any one year.

(7) Employersafe Software (Personnel)

Pioneering software devised by specialist lawyers uses a simple traffic lights system to alert managers when they have a potential problem with staff. Whether it be reminding managers about contract deadlines, alerting cases of persistent absenteeism or guiding you through complex disciplinary procedures, the software does all the hard work so that you the employer can get on with running your business. Employersafe does not wait until you have a problem. It will spot the issue and, using simple traffic lights, tell employers in advance what needs to be done to prevent a problem from arising

Experience and Expertise

Some of the key figures involved who will provide our services to **Uppingham Town Council**:

Having passed the Bar in 2007, Employment Law expert Enrique, retains a record for being successful in all of his court cases; he joined ELAS in 2012

With his wealth of knowledge, Enrique provides extensive guidance on all matters of Employment Law, particularly discrimination, employee contracts and dismissals.



Enrique Garcia



Peter Mooney

Peter has a legal background in private practice before specialising in employment law, has extensive litigation experience, which include advocacy in various courts and Employment Tribunals and has carried out work for a number of high profile "blue chip" companies.



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Emma O'Leary

Geoff qualified as a solicitor in 1972. Having specialised in Employment Law for 25 years Geoff then went on to further his career gaining degree passes in business management and personnel management. With his qualifications and experience Geoff is an excellent advocate at employment tribunals.



Geoff Isherwood

Emma joined ELAS in 2009; she is a qualified solicitor and has experience in all areas of Employment Law. Emma specialises in disciplinary and discrimination issues and represents clients from all industries at Employment Tribunals

Health & Safety Service

Incorporating Employersafe (Traffic light system)

Many companies unwittingly fail to meet their legal obligations under Health & Safety legislation. This unique and comprehensive service has been designed to ensure that full compliance is maintained – thus avoiding criminal prosecutions – of companies and directors - that can result in heavy fines, or even imprisonment.

You will be allocated a qualified consultant who may become your 'Competent Person' for Health & Safety and he will visit your premises and carry out the following:

(1) General Risk Assessment

A General Risk Assessment will be conducted to comply with the Management of Health & Safety at Work Regulations 1992 and subsequent legislation, and will detail each "high risk" hazard applicable to your trade or profession. This General Risk assessment will be produced in a written format and we will also produce detailed control measures written in simple "bullet-point" form for each of the hazards identified.

(2) Health & Safety Policy

Having completed the General Risk Assessment our consultant will produce a written Health & Safety policy. This document will comply with the Health & Safety at Work Act 1974 and will detail responsibilities for both Management and employees in the control of risk.

(3) Risk Management Report

This brief yet comprehensive report highlights the following:

- (a) A summary showing the effectiveness of each existing control measure on a graded scale.*
- (b) Positive Factors that the client has actioned in the control of risk.*
- (c) Negative factors – improvements in risk to be implemented plus a proposed timescale.*
- (d) A summary of measures that you should consider implementing in future, to be self-sufficient on Health & Safety issues, whilst ensuring compliance with legislation.*

(4) Specific Fire Risk Assessment (Fire Protection Act 1997)

It is now a legal requirement to carry out a special fire risk assessment. This is regulated by the Home Office, rather than the Health & Safety Executive (HSE), and is therefore in addition to The Requirements of General Risk Assessments under the Management of Health & Safety at Work Regulations 1992, as amended in 1999. (This will be conducted during the initial visit).

(5) Installation Visit

Your Health & Safety Consultant will revisit your premises to introduce the system and to advise on implementation. This will ensure full understanding and assist in the smooth operation of Health & Safety procedures.

(6) Visits for Safety Audits

One of our consultants will visit your premises, on an agreed timescale, to carry out a Health & Safety audit. This will provide Directors with a confidential report on current status, thereby enabling you to be fully aware of performance and requirements for improvements.

(7) Advice Line

ELAS clients can access our Health & Safety Helpline for advice relating to any Health & Safety issues. This can range from a general enquiry through to dealing with a major incident. This is 9am-5pm Monday to Friday.

(8) Newsletters & Bulletins

ELAS will provide Newsletters and Bulletins as appropriate, keeping you up to date with relevant changes in legislation and trends.

(9) Employersafe Software (Health & Safety)

Pioneering software devised by specialist lawyers uses a simple traffic lights system to alert managers when they have a potential problem. It simplifies the production of Specific Risk Assessments and ensures compliance by flagging all important deadlines. It retains a complete record of Health & Safety procedures and also provides you with audited proof that correct procedures have been followed.

“Our phone calls are answered swiftly and efficiently. The advisors are very helpful and guide us through some tough situations! All verbal discussion is backed up by written confirmation and sent directly to us

I would have no hesitation to recommend ELAS to anyone”

Paradise Lodge Care Home

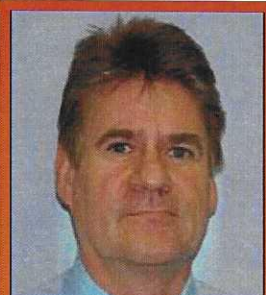
“During our time with ELAS, our dealings with your team have consistently been friendly, professional and have provided us with accurate advice and information. It is very reassuring to know that we have such competent professionals available to us as an additional resource. The service not only assists the organisation in company decisions and policy, but also those employed by the organisation, to obtain their full rights and benefits as employee’s of the company.”

West Fife community Drug Service

Experience and Expertise

Some of the key figures involved who will provide our services to **Uppingham Town Council**:

Terry has gained extensive experience working in various sectors including engineering and the construction industry. He is adept at quickly analysing client's needs and tailoring Health and Safety Policies and Procedures to ensure compliance with the Law whilst ensuring clients are still able to work efficiently. Terry can also provide Health & Safety training in Manual Handling, Risk and CoSHH Assessments and Fire Safety.



Terry Parker
BSc (Hons) CMIOSH



Wayne Dunning
H&S Manager
MIRSM MIOSH

As Head of Health and safety, Wayne is fully qualified and has extensive experience gained over many years in commerce, industry involving mechanical, electrical aspects and teacher training. He is able to undertake Risk Control and Risk Management surveys and provide supporting documentation. He is adept in the provision of Health & Safety Policies and Risk Assessments, both general and specific, and also provides support and Health & Safety training to his team. In addition, he can advise on disaster planning.



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David Whittaker
CDP DIP BA (Hons)
NEBOSH

Danny is the Health and Safety / Environmental Department Head here at ELAS, and demonstrates extensive knowledge through his Postgraduate diploma, and his experience within many sectors. Danny is Health and Safety qualified across a multitude of industries, which include railways, construction, manufacturing, logistics and distribution. Areas of Danny's expertise include occupational health and behavioural safety. Danny also has expert knowledge regarding Drugs and Alcohol, and sits on the board of the EWDTS (The European Workplace Drug Testing Society).



Danny Clarke
GradIOSH P. DipOSH

David has an extensive background in health and safety, including experience in providing expert advice, policy writing, risk assessment, fire risk assessment and workplace inspections/audits. Having joined ELAS in 2008, David has the qualifications, including a BA (Hons) enabling him to advise on all aspects of health and safety and provide guidance on which policies are best suited to our clients. His experience has been gained in a wide range of industries including: office, retail, and security.

Uppingham Town Council

Subscriptions: Main Services

		<i>Monthly</i>
A	Personnel Service	£105
B	Health & Safety Service: Year One- 4 Visits, Years Two + Three- 2 Visits	Year 1 - £157 Year 2 + 3 - £100
C	Combined Services	Year 1 - £210 Year 2 +3 - £199

- *The Quotation includes bespoke 'Employersafe' software & updates where stated.*
- *Payments are subject to VAT at the prevailing rate.*

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